

Welcome to the Tenth Judicial
Circuit of Alabama **Passport Center**

For customer convenience we now offer two
locations for Passport application services.

PASSPORT



*United States
of America*



Jefferson County

Domestic Relations Building

2124 7th Ave North

Birmingham, Alabama 35203

Suite 100

Phone: 205-325-5400

Office Hours: M-F 8:00 am – 4:30 pm

Closed Saturdays, Sundays, and Holidays

Jefferson County Main Courthouse

716 Richard Arrington, Jr. Blvd N

Birmingham, Alabama 35203

Room 400-1

Phone: 205 325-5313

Office Hours: M-F 8:00am – 4:00 pm

Closed Saturdays, Sundays, and Holidays



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2124 7th Ave N, Suite 100 Birmingham, AL 35203

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Phone: 205-325-5313

Hours: M-F 8:00 – 4:00 pm



Jackie A. Smith

Circuit Clerk, Tenth Judicial Circuit of Alabama

PASSPORT INFORMATION

You will need:

- Completed Form DS-11
- Proof of Citizenship: Original Birth Certificate, or a Naturalization Certificate, or a consular report of Birth Abroad.
- Form of Identification: State issued ID or Driver's License and a copy of the ID (Front and Back).
 - Parents must provide a front and back copy of their ID for their minor child application.
 - **Both parents must be present for minor child application if both names appear on the birth certificate.**
- Passport Style Photo: 2x2 color photo showing your current appearance.
 - It must show full face – front view
 - Please do not smile or wear glasses. Except for religious reasons no headgear which includes hats, wraps or head coverings of any kind are permitted.

PASSPORT PAYMENT AND FEES

Acceptable methods of payment: Personal Checks, Money Orders or Cashier Checks only. Make payable to U.S. Department State.

Adult Applicants (16 or Older)
First-Time Adult Passport Book
First-Time Adult Passport Book & Card

Application	Execution
\$130.00	\$35.00
\$160.00	\$35.00

Minor Applicants (Under 16)
Minor Passport Book
Minor Passport Book and Card

Application	Execution
\$100.00	\$35.00
\$115.00	\$35.00

Adult Applicants (16 or Older)
First-time Adult Passport Card

Application	Execution
\$30.00	\$35.00

Minor Applicants (Under 16)
Minor Passport Card

Application	Execution
\$15.00	\$35.00

Passport Book Renewal Fee
Expedited Service Fee
1-2 Day Delivery

\$130.00
\$60.00
\$18.32

Other FEES per Application:
Passport Photo

\$10.00

- **NOTE: The \$35.00 Execution fee and the \$10.00 Passport Photo fee may be paid in Cash, Money Order or Cashier's Check made payable to Jackie A. Smith. No Personal Checks accepted for the Execution Fee or Photo fee payment.**

EXPEDITED SERVICE

Processing Time for Expedited Services:

- 5-7 weeks, from the day an application is received at a passport agency or center and not on the day the customer applied for a passport at an acceptance facility.
- Mail times vary across the country. Plan and apply early.
- Expedited service cost an additional \$60.00

Note: For customers who want their passport in less than 14 weeks, expedited service is recommended at the time of application.

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Passport Renewal Service

Use Form DS-82 if you answer yes to the following:

- I can submit my most recent U.S. passport book and/or card with this application.
 - I was at least 16 years old when my most recent U.S. passport book and/or card was issued.
 - I was issued my most recent U.S. passport book and/or card less than 15 years ago.
 - The U.S. passport book and/or card that I am renewing **has not** been mutilated, damaged, or reported lost or stolen.
 - My U.S. passport was not limited to less than the normal ten-year validity period due to passport damage/mutilation, (Refer to the last page of your U.S. passport book for endorsement information.)
 - My name has not changed since my most recent U.S. passport book and/or card was issued.
- or**
- My name has changed or marriage or court order, and I can submit proper certified documentation to reflect my name change.

NOTE: If you answered **no** to any of the statements above, **STOP**. You cannot use Form DS-82. You must apply on form DS-11, Application for a U.S. passport by making a personal appearance before an acceptance agent authorized to accept passport applications. Visit travel.state.gov to find your nearest acceptance facility.

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Tenth Judicial Circuit of Alabama Passport Center
Serving Jefferson County

Please call the Clerk's Office for specific instructions to help process your application.

The passport application must be signed by the applicant and witnessed by the passport agent in the Clerk's office.

Routine Service: Allow 8-11 weeks. Processing times begin the day the application is received at a passport agency or center, not the day you mail your application or apply for a passport at a local acceptance facility.

Expedited Service: Allow 5-7 weeks. Processing times begin the day the application is received at a passport agency or center, not the day you mail your application or apply for a passport at a local acceptance facility.

For more information, please call 205-325-5400 or 205 325-5313 or visit the official Department of State Website at <https://travel.state.gov> or contact the National Passport Information Center (NPIC at 1-877-4487-2778 or NPIC@state.gov).

"We look forward to assisting you with your passport needs"

Jacqueline Anderson -Smith

Circuit Clerk, Tenth Judicial Circuit of Alabama



*Passports shall be **issued** by the Circuit Clerk pursuant to the authority granted in Section 36-1-10 of the Alabama Code.